



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section: Benefits Section

Division: Division of Employment Security

Sub-Section:

**TITLE:** Claims Folders

**CUTOFF:** EOSFY in which benefits paid or claims extinguished

**DESCRIPTION:** Documents relating to establishment of monetary eligibility and payment of benefits for Regular Unemployment Insurance, Disaster Unemployment Assistance, Federal Supplemental Benefits, Unemployment Compensation for Federal Employment, Unemployment Compensation Military Employment, Trade Readjustment Assistance Records, Alternative Trade Adjustment Assistance Records and all Shared Work documents.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Cutoff determined by the date of the latest action on the claim.

**DISPOSITION ACTION:** Destroy

**SERIES:** 6751

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** Contested Benefit materials

**CUTOFF:** EOSFY in which benefits paid or claims extinguished or resolved

**DESCRIPTION:** Records from claimants and employers related to contested claims and payments.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Cutoff determined by the date of the latest action on the claim.

**DISPOSITION ACTION:** Destroy

**SERIES:** 6754

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** Pay Order Cards for Payment of Benefits

**CUTOFF:** EOSFY in which benefits paid or claims extinguished

**DESCRIPTION:** Forms submitted weekly for Unemployment Insurance benefits by claimants who are in approved training, as required by RSMo 288.055.4 (2).

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** All other claimants file electronic claims. Cutoff determined by the date of the latest action on the claim.

**DISPOSITION ACTION:** Destroy

**SERIES:** 6753

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008



## Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

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**TITLE:** Unemployment insurance registers and redeemed checks

**CUTOFF:** EOSFY in which benefits paid or claims  
extinguished

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**DESCRIPTION:** Registers of unemployment insurance benefit checks that were sent to  
claimants that were cashed or canceled because they were not cashed.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:** Cutoff determined by the date of the latest action on the claim.

**DISPOSITION ACTION:** Destroy

**SERIES:** 6752

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

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